

~~CONFIDENTIAL~~

270455
27 September 1955

Acting Director of Security

Chief, Security Support Division
Chief, Personnel Security Division

Clarification of Security Clearance Procedures

*Chief Personnel
SEC*

1. In order to clarify the manner in which security clearances are handled in certain cases not realistically falling within existing definitions, it is proposed that arrangements be made with the Office of Personnel substantially as set forth below. It is suggested that these arrangements provide for persons who perform essentially overt services for the Agency in the United States on a contractual basis be recognized as falling within a category to be processed as follows:

(a) The Office of Personnel before preparing a Special Personal Service contract provide the Security Division with the following information:

- (1) The circumstances under which the individual is to be used.
- (2) The classification of information that is involved.
- (3) Where the work is to be performed.
- (4) Whether or not a building badge is required.
- (5) Is the individual willing that the contract is with CIA.

(b) The Security Division issue the appropriate clearance to the Office of Personnel.

By way of further clarification, persons under Special Personal Service contracts who perform their duties in CIA buildings should normally be processed as indicated above. Further, by way of exclusion, persons who are connected with DD/P clandestine activities should not be considered to fall within this category.

2. If you concur in this clarification, appropriate arrangements will be made with the Office of Personnel.

APPROVED:

SIGNED *RUB*

SIGNED

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